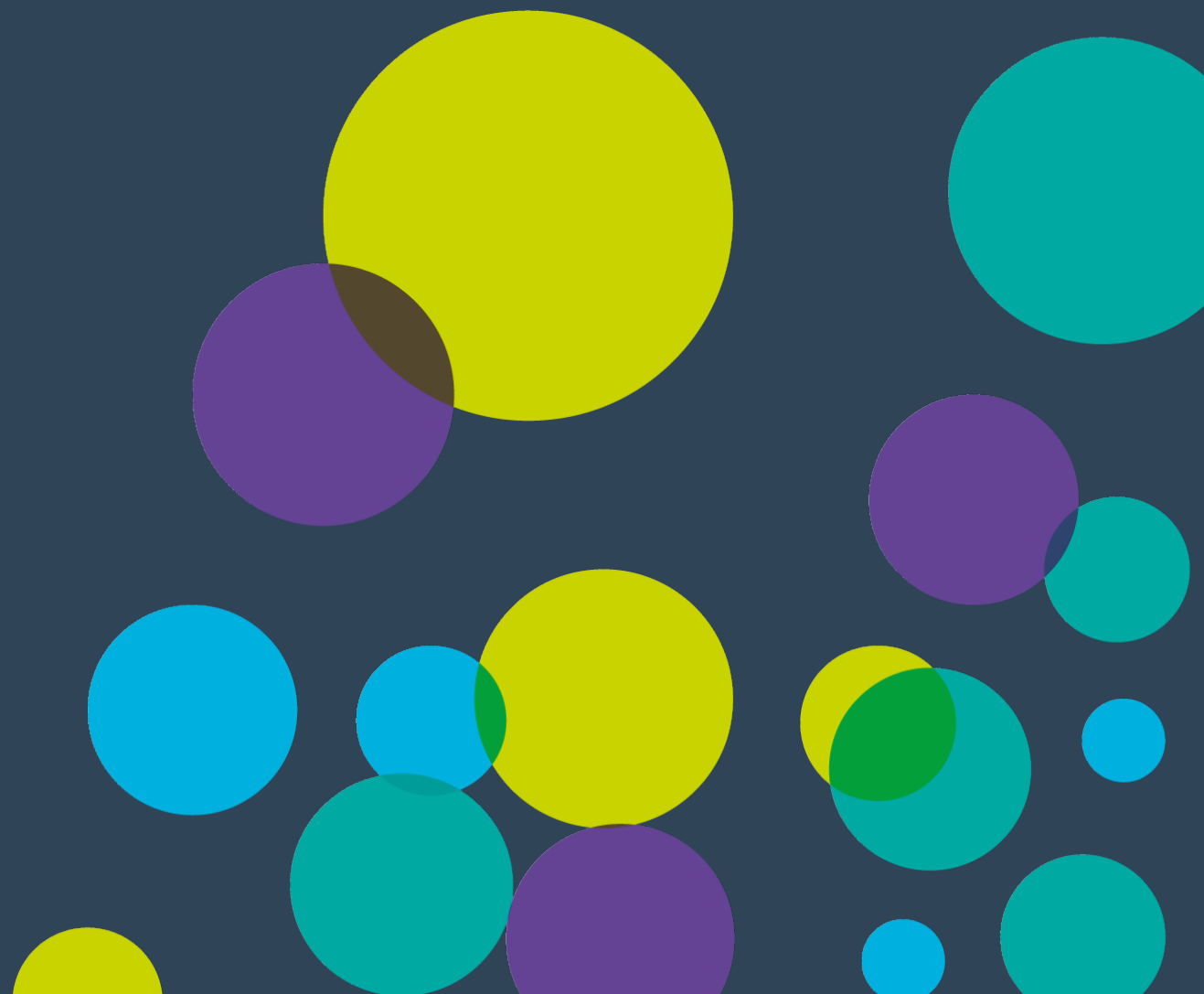# School Portal
## Training guide

# School Portal Training Guide

## Welcome

Hello and welcome to the School Portal Training Guide.

The purpose of this guide is to make sure you get the most out of your School Portal. We'll show you practical things (i.e. how to post a job) as well as more advanced features (i.e. how to access job statistics and set up different users).

Once you've read through the guide, you should be comfortable navigating School Portal and using all of its features.

This guide is designed to let you access the specific menu sections individually. But we'd recommend going through all the content at least once to make sure you're familiar with all the features.

If you have any questions about this guide or School Portal in general, we're here to help. For questions, please don't hesitate to contact your **account manager.**

# School Portal Training Guide

**What School Portal can do for you**

**Manage your whole recruitment process in one place:**

**Online advertising**
Create great quality ads fast, and post them in a few clicks whenever it's convenient

**Ad Performance Tracking**
View your jobs' statistics and use the data to maximise their performance

**School Career Site**
Position your school as an employer of choice and feature all your vacancies on your fully branded Career Site

**Online Application Form**
Access Tes Online Application Form to deliver a great application experience, and double the volume of applicants

**Applicant Tracking System**
Easily manage candidates on the Applicant Tracking System. Work as a team to shortlist and respond to applicants faster, securing the talent you want

**tes**

# Contents

**‡ tes**

# Accessing School Portal

# Accessing School Portal

## Getting set up and creating a Tes account

If your school doesn't already have access to School Portal you'll need to contact Tes to set you up for the first time. After you've contacted your account manager/agency we will send you an **invitation email to join your School Portal**. Click on the link in the email and you'll be directed to tes.com.
**Then follow these instructions:**

**1** Click Register for free

**2** Select the relevant option from the list

**3** Insert email address

**4** Create a username and password

**5** Click Register and confirm your registration via the email you receive.

Join TES for free

I am a ...

Teacher
School Leader
Support Staff
Student Teacher
Student
Parent
Other Position

Already have a TES account? Log in now!

Join Tes for free

G Register with Google

f Register with Facebook

or

Email
Username
password

☑ Receive news and updates from TES

**Register**

By registering, you are agreeing to our terms and conditions and privacy policy

Already have a Tes account? Log in now!

If you are setup as a school admin and wish to add more users, you can find the instructions on how to do it on the Settings section of this guide.

# Accessing School Portal

## Logging into Tes and School Portal

Once you've registered with Tes, go to tes.com and click login in the top right hand corner.

**Where to find School Portal**

You'll see My Schools in the left hand navigation bar once you've logged in.

Click this and you'll be taken to School Portal.

If you have more than one school linked to your account you'll be given a list of schools to choose from when you click My Schools. Click the school's name to log into that specific school.

# School career site

tes
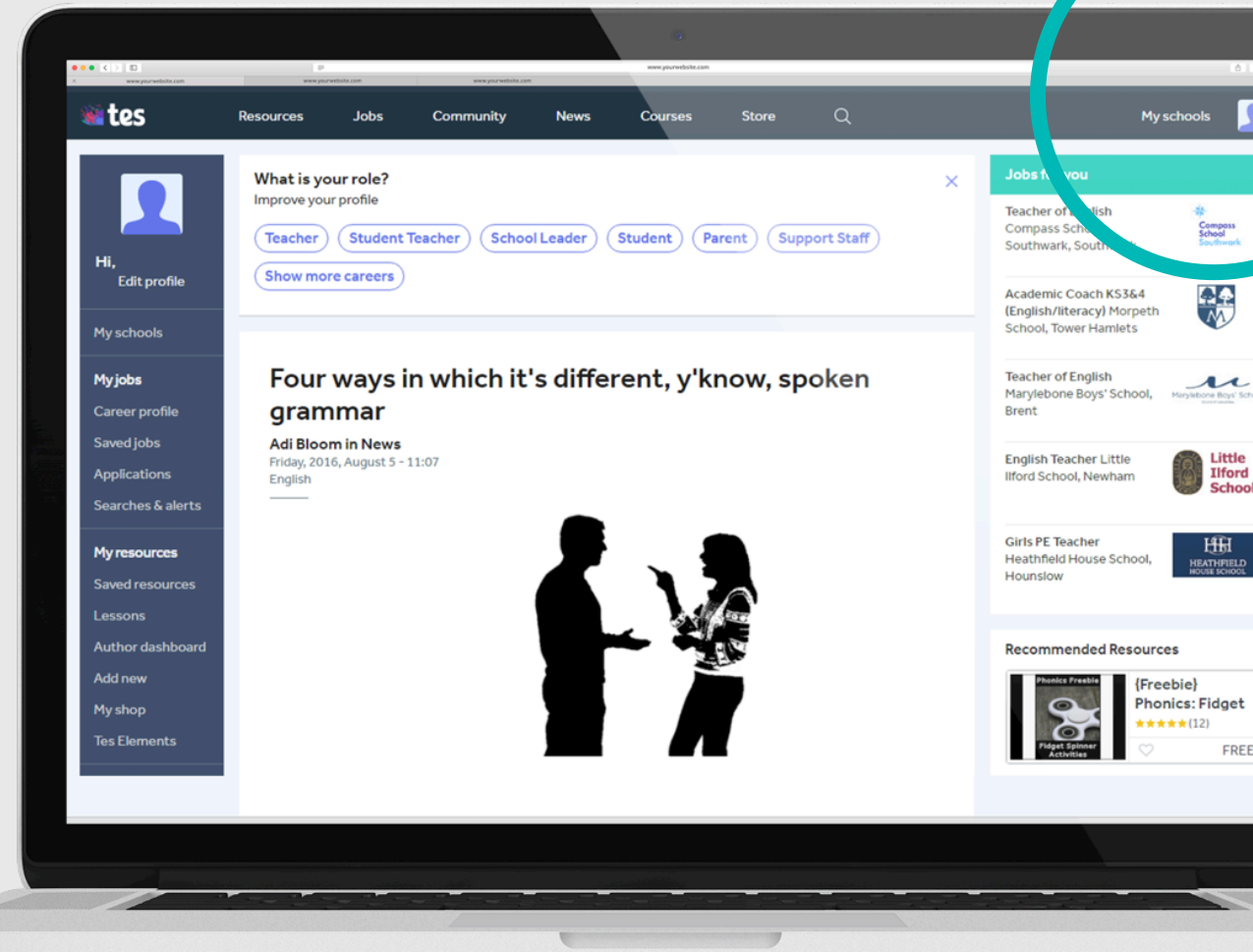
# School career site

## What is a Career Site?

As part of your School Portal you have access to your school's very own Career Site: a customisable website designed to help you market your school and vacancies to candidates.

Your Career Site gives you a platform to:
- Describe your school's ethos, work, culture and location
- Bring your school to life with images of your students, facilities and classrooms
- Include testimonials and a welcome video featuring the head, students, staff and parents
- Upload attachments, such as your school prospectus or Ofsted report

We recommend you link it to your school's main website so you only need to post your vacancies once.



**Zachary Academy**

**Employer details**

| | | | |
|---|---|---|---|
| Location: | Camden, United Kingdom | Gender: | Mixed |
| Organisation: | Mainstream School | Age range: | 11 - 18 years |
| Phase: | Secondary with sixth form | | |
| Funding status: | State - Academy | | |

**About Zachary Academy**

Zachary Academy is a fictional TEST secondary school set up by the TES to trial some of the systems it is launching shortly with teachers.
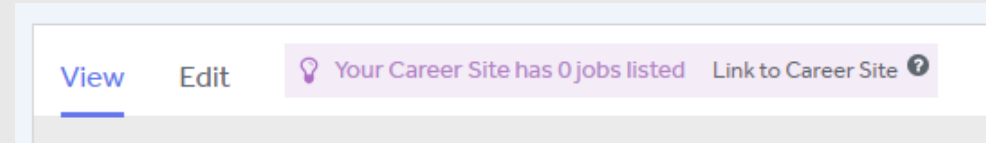
Founded in 1910, the TES began as the Times Educational Supplement newspaper. Over the decades that followed it expanded its recruitment services for schools, eventually launching a popular website which also features news and teacher-made classroom materials.

The name Zachary Academy was chosen for this test school because its initial letter would make it easier to spot in lists. We have not named it after a particular educator, historical character, actor or pet.

We welcome imaginary applicants who want to see what our systems are like. However, none of the jobs advertised here are real. This is purely for test purposes. This is not a real school.

**tes**

# School career site

## Accessing and editing



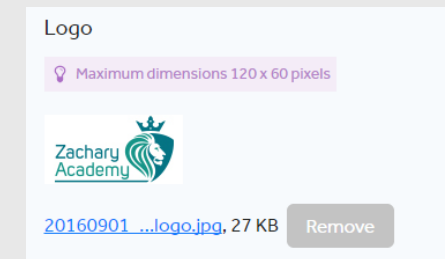View    Edit    💡 Your Career Site has 0 jobs listed    Link to Career Site ❓



### Accessing School Career Site
Click on School Career Site on the left menu



### Editing your School Career Site
What you can edit and add to your school's career site:
- Your logo
- A photo gallery
- Theme colour
- Page banner image (Request banner image creation)
- Description of your school
- Quotes
- Videos
- Attachments

### Note
You won't be able to edit:
- Employer details
- Location
- Contacts

**For changes to these sections, please contact Schools Directory schoolsdirectory@tesglobal.com**
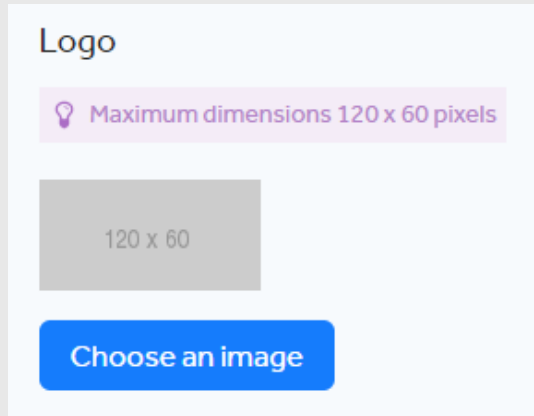
# School career site

## Uploading a logo and photos

Logo

💡 Maximum dimensions 120 x 60 pixels

120 x 60

**Choose an image**

Local Files ✕

drag & drop
any files

or

**Choose a local file**

Preview

Add this image?

✕

Local Files

Zachary
Academy

Cancel

Add

Logo

💡 Maximum dimensions 120 x 60 pixels

Zachary
Academy

20160901_...logo.jpg, 27 KB   Remove
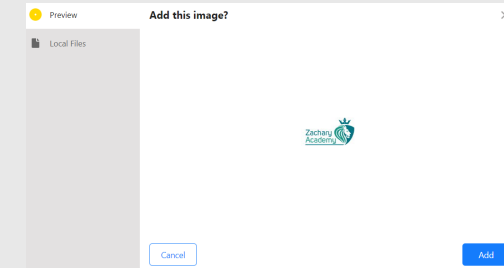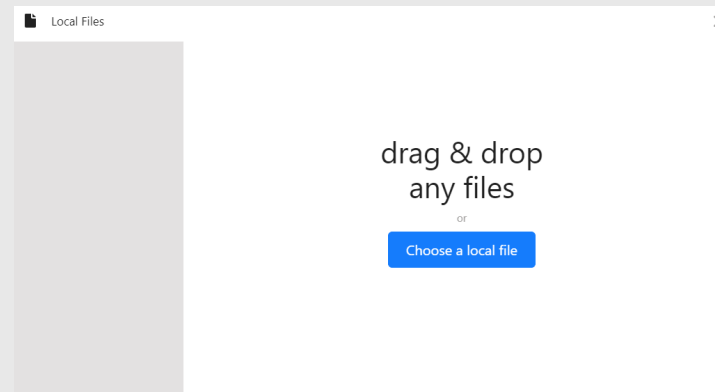
**1** Click Choose Images

**2** You can then either drag & drop the files directly or click Choose a local file and add it from a computer folder

**3** Select your file and click open

**4** Click Done and your files will be uploaded

🌈 **tes**

# School career site

## Adding a page banner

A banner on your School Career Portal is an important feature to help you stand out.
It should reflect the branding of your school and summarise your ethos.



### How to add a banner
1. If you have your own banner, the same steps apply as for image and logo uploads. Maximum dimensions are 1146 x 256 pixels.
2. If you don't have a banner with the necessary dimensions, nor someone that could do it, we can create a free banner for you. On the Edit page, scroll down to the Page banner image section, hover over the existing image and click 'Request banner image creation.'

# School career site

## Adding a description and quotes



### Description
The text you enter in the description will be displayed at the top of your page, under your banner in the About section. Use it to describe your school's ethos, work, culture and location.

### Quotes
Quotes can come from teachers, parents and staff.
Use these to bring your school to life.

**1** Click Add a quote

**2** Include your selected text

**3** Include the source of your quote

**4** Click Add

tes

# School career site

## Adding awards and a video

Awards

To add awards to your Career Site, please contact support on 0203 194 3050.

Video

Youtube or Vimeo embed URL

Caption

### Awards
If you have any awards that you would like to mention please contact our support team and they will be able to help you.

### Video
You can add a video from YouTube or Vimeo. Simply paste the URL where requested and add a caption

**tes**

# School career site

## Adding attachments

**If you have attachments about your school you can add them here. Please note:**

- Files should be smaller than 10Mb
- All attachments uploaded on this page will show on ALL adverts.

**To save time we recommend that:**

- General documents be added to Career Site (School Prospectus, Inspection Report, Safeguarding and Child Protection policy, Letter from the Headteacher etc)
- When creating an advert, Job Specific documents be added to each individual advert (job spec, person spec, department info etc

To save and publish your content and any changes, please ensure you click Publish changes.

**Publish changes**



### Attachments

💡 The more information you can give to applicants, the better. Please ensure each file is smaller than 10Mb

| School prospectus | Inspection report |
| Choose a file | Choose a file |
| Brochure | Letter |
| Choose a file | Choose a file |
| Vision | Ethos and school values |
| Choose a file | Choose a file |
| Map/location | Letter from the headteacher |
| Choose a file | Choose a file |
| General details | Letter to applicants |
| Choose a file | Choose a file |
| Mission statement | Child protection policy |
| Choose a file | Choose a file |
| Recruitment monitoring form | Message from the pupils |
| Choose a file | Choose a file |
| Other | |
| Choose a file | |

# School career site

## Linking to your school's website
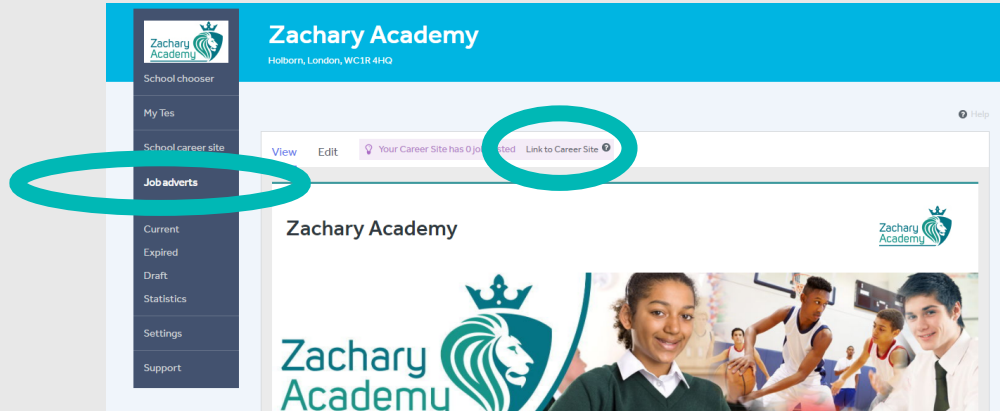


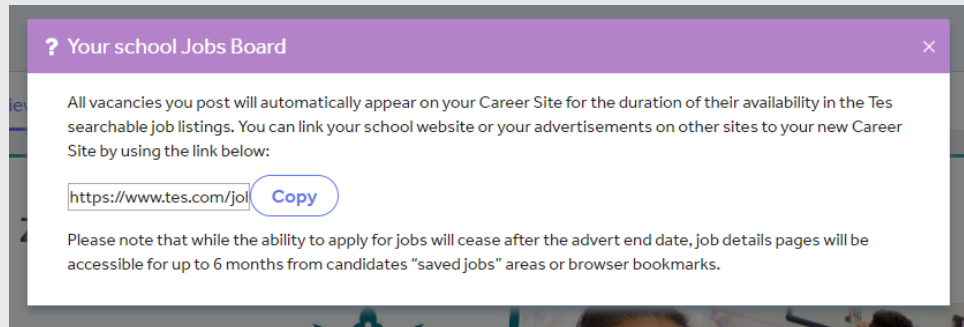1 — Click on School Career Site on the left panel

2 — Click on Link to Career Site on the top of the page

3 — On the pop up window click Copy

4 — Paste the link behind your Vacancies/Careers tab on your website or hyperlink it to a word on your website and/or other Job sites. This is something your IT department can help you with.
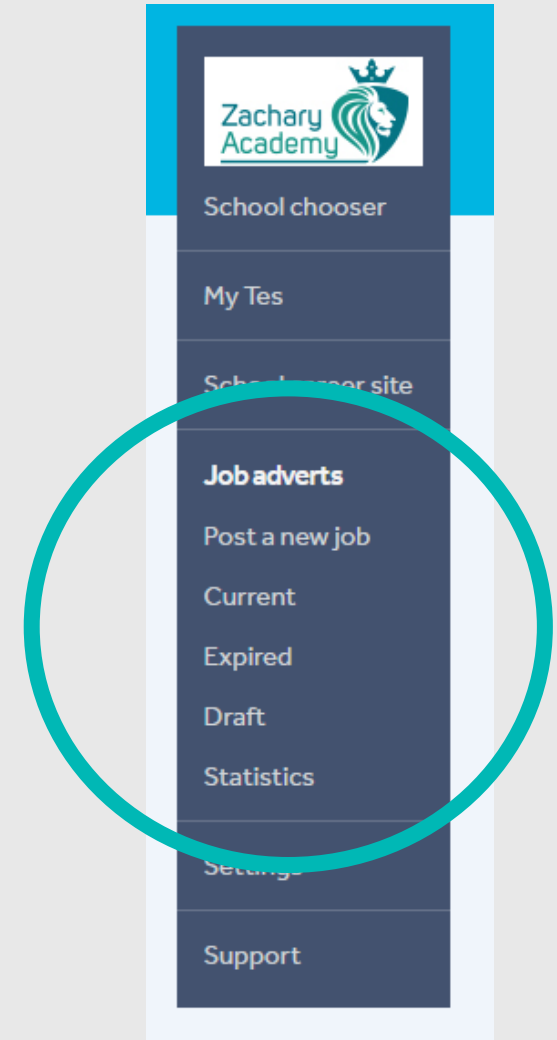
# Job adverts

# Job adverts

## All your adverts information in one place

The job posting process is divided into 5 sections:

- **Post new job:** Start a new advert from scratch
- **Current:** Find all jobs that are being or have been processed by Tes and are live on the tes.com website.
- **Expired:** Find all jobs that have passed the advert close date
- **Draft:** Find all the adverts that you have started and not yet submitted to Tes
- **Statistics:** You can monitor your live and past adverts to gain insight to improve current and future performance.

# Post new job

tes

# Post a new job

## Creating your job ad

Creating a job ad is a six stage process:

| | | | |
|---|---|---|---|
| **1** | Writing your advert | **4** | Writing your job summary (for silver and gold adverts) |
| **2** | Choosing your application form | **5** | Adding your contact details and instructions |
| **3** | Adding supporting documents | **6** | Previewing and submitting your ad |

**tes**

# Posting a job

## Writing your advert

The first thing you'll need to do is **enter the details of the job** you're posting, such as the name, salary, when it starts, etc.

- All compulsory fields need to be complete in order to submit the job advert
- Optional fields are flagged - we recommend completing all fields to ensure enough information is provided to candidates
- Please ensure you select the correct Workplace and Position so it appears in the relevant section of tes.com

You'll then need to **detail the specifications of your job advert:**

- To add your advert text, you can copy and paste from an existing document on your device or type it in.
- Remember to format your text as you'd like it to read on tes.com as this is how it will appear on the website.

# Posting a job

## Choosing your application form

You will need to select how you wish to receive applications for the job you're posting.

**Your options from the drop down box are:**
- Your school's own application form
- Request candidates upload a CV
- Or divert applicants to another website

**Application form type (find out more)**

Request a CV  ⌄

Email where applications will be sent

**Supporting documents**

**tes**

# Posting a job

## Adding supporting documents

You have the option to attach supporting documents to appear alongside the advert your are submitting.

You can have up to **10 attachments live on Tes at any time**. All documents must be either Word or PDF, and be smaller than 7mb.

To save time, you can **attach general documents to your Career Site** and only add job specific to the advert you are posting.

**Note:** All documents attached to your Career Site will also appear on all adverts



Supporting documents

Any documents attached to your Career Site page will also appear on your advert.

Job description

Choose a file

Person specification

Choose a file

Applicant information pack

Choose a file
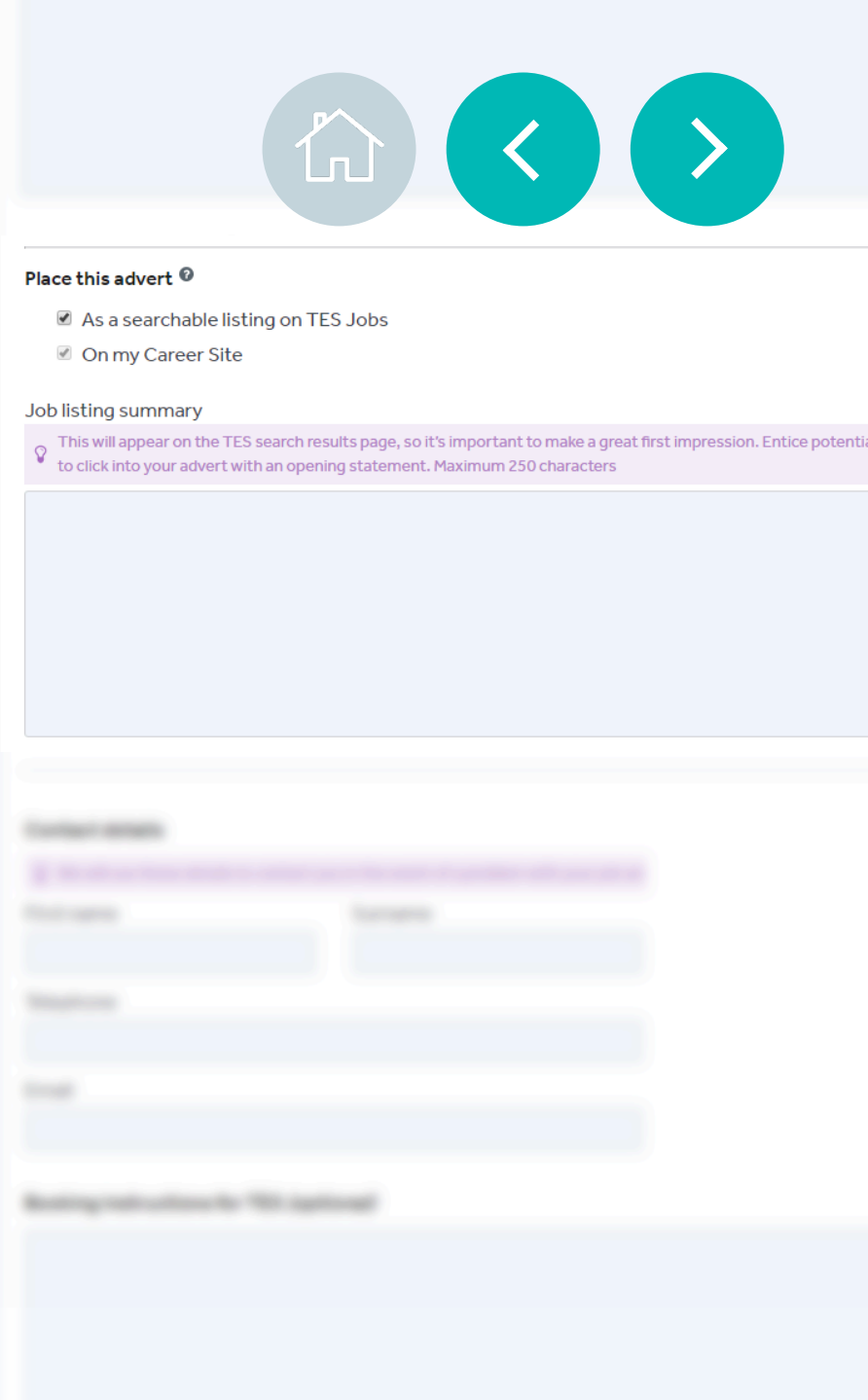
Other documents

Choose a file

# Posting a job

## Writing your job summary

**The Job listing summary** appears on the Tes search results page for silver and gold adverts.

It's the first phrase a candidate sees before clicking to see your advert so ensure your summary stands out from other adverts to grab attention and interest.

**Note:** All vacancies you post will appear on your school's Career Site automatically.

Place this advert ⊘

☑ As a searchable listing on TES Jobs

☑ On my Career Site

Job listing summary

💡 This will appear on the TES search results page, so it's important to make a great first impression. Entice potentia to click into your advert with an opening statement. Maximum 250 characters

# Posting a job

## Adding your contact details and instructions

Add your **contact details** to ensure we are able to contact you if there is a problem with your advert.

**And add any booking instructions.** This section is optional but we recommend you treat it as a blank email for any further instructions for our team.

If you wish your advert to appear in the print publication, please ensure you tick the box. This will then prompt you to upload your print artwork or your advert text. This may incur an additional cost.

**Contact details**

💡 We will use these details to contact you in the event of a problem with your job ad

First name

Surname

Telephone

Email

**Booking instructions for TES** *(optional)*

**tes**

# Posting a job

## Previewing and submitting your ad

The **Preview button** will show you what the advert looks like as a Gold listing (our highest level advert).

**Note:** If your advert is a Bronze or Silver, some graphics may not appear on the live advert.

Once you've reviewed your ad and are happy with it, you can **submit it the vacancy** to Tes or your agency to post on your behalf

You will receive a pop up **confirmation** once you've successfully submitted your advert.

You will receive a **email confirming** that your advert has been processed and will go live on your chosen date.

# Stages of your advert

# Stages of your advert

## The job posting process

| What you can see and do | Current | | Expired | Draft |
|---|---|---|---|---|
| | **Pending jobs** | **Current jobs** | | |
| | Pending jobs are all jobs you've submitted but have not yet been made live by Tes. | Current jobs are all jobs that have been processed by Tes and are live on the tes.com website. | Expired jobs are all jobs that pass the advert close date. | Draft jobs are any jobs you've created but not yet submitted to Tes. |
| | **Edit** – will allow you to make changes to your advert. Depending on what you change, your changes may be instant or require resubmission to Tes. If you have a subscription you can edit all fields. Those without subscription can edit most fields. | **View Applications** – view all the candidates that have applied for this job | **View Applications** – view all the candidates that have applied for this job | **Edit** - continue editing your advert. You can edit everything |
| | | **View Statistics** – view how your advert is performing on tes.com | **View Statistics** – view how your advert performed on tes.com | **Cancel Job** - delete the advert from Drafts without being charged |
| | **Cancel Job** - will send a cancellation notice to Tes and bring the advert back into Draft so you can amend and re-submit it without being charged. | **View on Tes** – will open the advert as it appears on tes.com | **View on Tes** – will open the advert as it appeared on tes.com | Remember: All Jobs you start will automatically be saved in Drafts. You'll be able to see them at the top of your School Portal home page. |
| | | **Edit** – will allow you to make amendments to your live advert. | **Advert details** – provides a summary of all the job details | |
| | *You will receive an email confirming the job will be set live on your chosen date* | **Cancel Job** - will send a cancellation notice to Tes and move the advert to expired jobs. By this stage you will have been charged for the job unless you have a subscription. | Remember: All expired jobs from the past 2 years will be visible in this section. | *You will see a pop up on the screen confirming it has been sent to Tes* |

# Stages of your advert

## Current jobs in Pending status

Submitting a job for Tes to approve doesn't make it unchangeable.

Click on the job that you have submitted and you can find 6 options of which 3 are available:
- Edit: you can edit any fields that might need adjusting
- Copy job: if you have a similar role you'd like to submit, you can copy the submitted job*
- Cancel job: if the job became irrelevant, you have found a candidate for the position or was uploaded by mistake or in duplicate, you can cancel the job and it will move to your expired jobs in a few seconds

*More details to be found further in the guide

# Stages of your advert

## Current jobs in Current status

When Tes approves a job, the 6 options in each job become available:

- Applications: this brings you to the Applicant Tracking System* for each job
- Statistics: you'll be able to see a number of different performance related statistics
- View on Tes: view your job from the point of view of your candidates
- Edit: you can edit any fields that might need adjusting
- Copy job: if you have a similar role you'd like to submit, you can copy the submitted job*
- Cancel job: if the job became irrelevant, you have found a candidate for the position or was uploaded by mistake or in duplicate, you can cancel the job and it will move to your expired jobs in a few seconds

*More details to be found further in the guide



Current jobs

**History teacher**
⏱ 1 Sep – 15 Sep 2017
1 application

**History teacher**
⏱ 1 Sep – 15 Sep 2017
1 application

| Applications | | Salary | MPS 1-4 |
| --- | --- | --- | --- |
| Statistics | | Contract type | Full Time |
| View on Tes | | Contract term | Permanent  Suitable for NQTs |
| Edit | | Advert start | 1 Sep 2017 |
| Copy Job | | Job starts | 1st September |
| Cancel Job | | Displayed on | School Job Board |
| | | Online advert | Basic |
| | | Premium mobile | No |

tes

# Stages of your advert

## Expired jobs

Once a job's date is past, it moves to the Expired tab. By clicking on each expired job you can still explore useful functionalities:

- Applications: explore past candidates on your Applicant Tracking System* for each job
- Statistics: take advantage of past performance related statistics in order to improve future job adverts
- View on Tes: view your job from the point of view of your candidates
- Advert details: summary of what was submitted on each job post
- Copy job: if you have a similar role you'd like to submit, you can copy the submitted job*

*More details to be found further in the guide



Expired jobs

Teacher of German
5 applications
Ended 11 Jun 2017

Teacher of German
5 applications
Ended 11 Jun 2017

| Applications | Salary | £35,000 |
| Statistics | Contract type | Full Time |
| View on Tes | Contract term | Permanent |
| Advert details | Advert start | 31 May 2017 |
| Copy Job | Job starts | September 2017 |
| Cancel Job | Displayed on | School Job Board |
| | Online advert | Basic |
| | Premium mobile | No |

# Stages of your advert

## Draft jobs

On your Drafts you will find all the adverts that you have started writing and didn't post. All New job posts are automatically saved here.

If you click on each one of them you can:
- Edit: you can edit an advert in order to complete and post it.
- Copy job: you can keep a generic Draft in your Draft jobs that you can copy each time you want to post a new job*
- Cancel job: if you no longer want to keep the Draft you can delete it here.

*More details to be found further in the guide

---

Draft jobs

| | |
|---|---|
| Draft | Draft |
| Teacher of Drama | Draft |

| Draft | | Draft |
|---|---|---|
| Applications | Created | 11:18, 26 Jul |
| Statistics | Displayed on | Tes Jobs, School Job Board |
| View on Tes | | |
| Edit | | |
| Copy Job | | |
| Cancel Job | | |

**tes**

# Current, Expired & Draft

## Copying a job

Posting a job can be done in two ways
- Starting a job from scratch on Post new job (explained previously)
- Copying from a previous job advert already created and submitted to Tes

### Copy Job

You can copy a job from any of the previous jobs you've posted to Tes regardless of their status.

Go to any Current jobs (whether pending or already published on Tes), Expired jobs and Drafts, click on the job you'd like to duplicate and click on Copy Job.

This will open the Post new job form with all the current copied data in place. Edit the fields you'd like to change (please remember to change the advert dates) and Submit to Tes or keep it as draf until finalised.



History Teacher

⏱ Ends 31 Mar 2017

6 applications

View on TES

Edit

Copy Job

Cancel Job

| | |
|---|---|
| lary | 30000 |
| ct type | Full Time |
| rm | Permanent  Suitable for NQTs |
| | 11 Jan 2017 |
| | School Job Board |
| rt | Basic |
| mobile | No |

tes
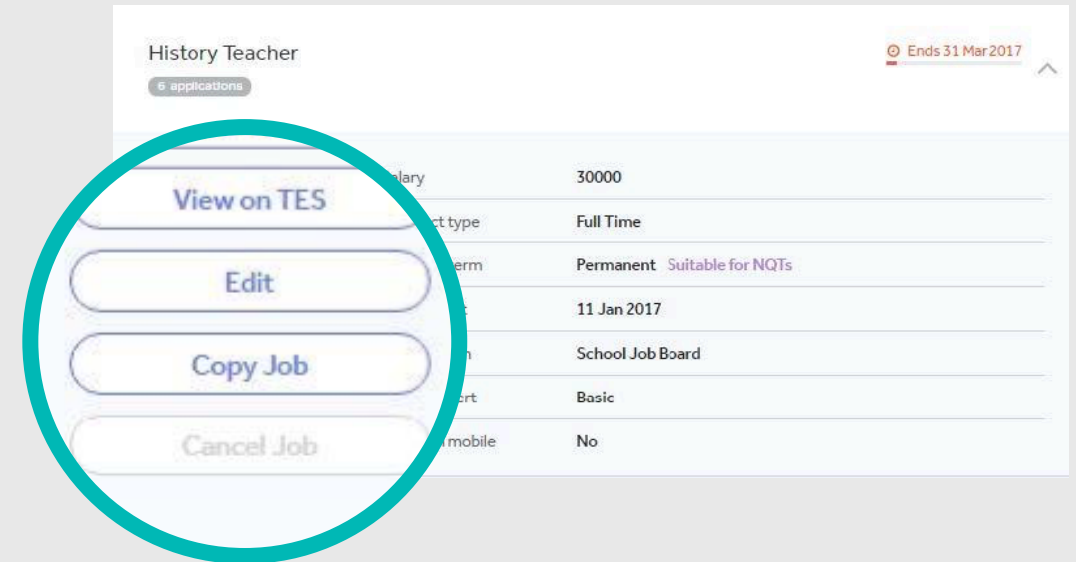
# Applicant tracking system

# Applicant tracking system

## What is an Applicant tracking system?

One of the most powerful tools built into School Portal is the Applicant tracking system or ATS.

This free simple-to-use online tool streamlines the management of your applicants and allows you to act quickly to secure talent.

All applications your vacancy receives will automatically go into the ATS. From here you can do things like:
- Create shortlists of potential candidates,
- Respond individually to successful candidates,
- Bulk email unsuccessful ones
- Share and review applications with other staff members.
- Download and print all of your applications in one go
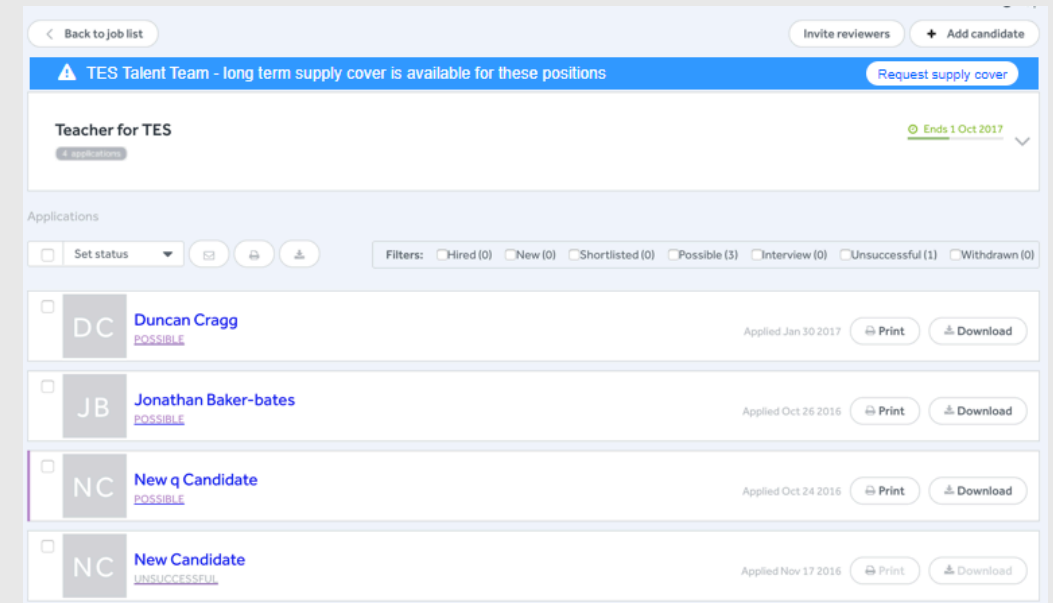
# Applicant tracking system

## Accessing the Applicant tracking system (ATS)

The ATS can be accessed either on Current jobs published or on Expired jobs.
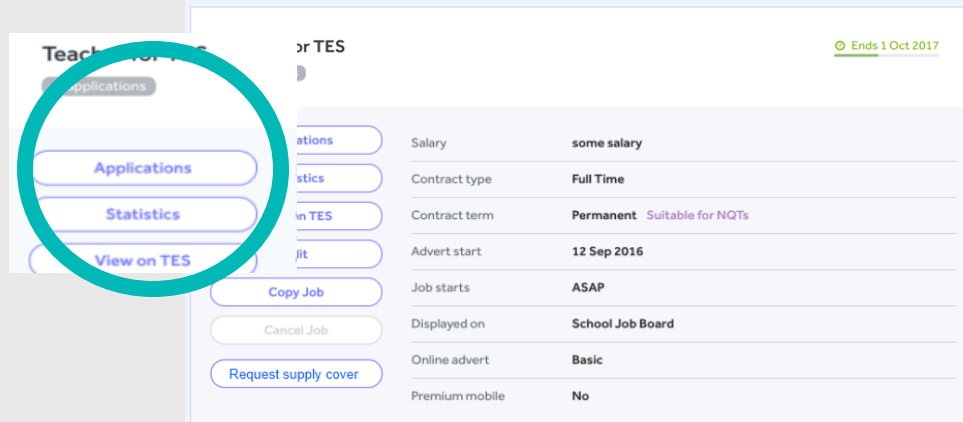


**1**    Click on the job title you'd like to analyse. The box will expand and show the available options.

**2**    Click on Applications
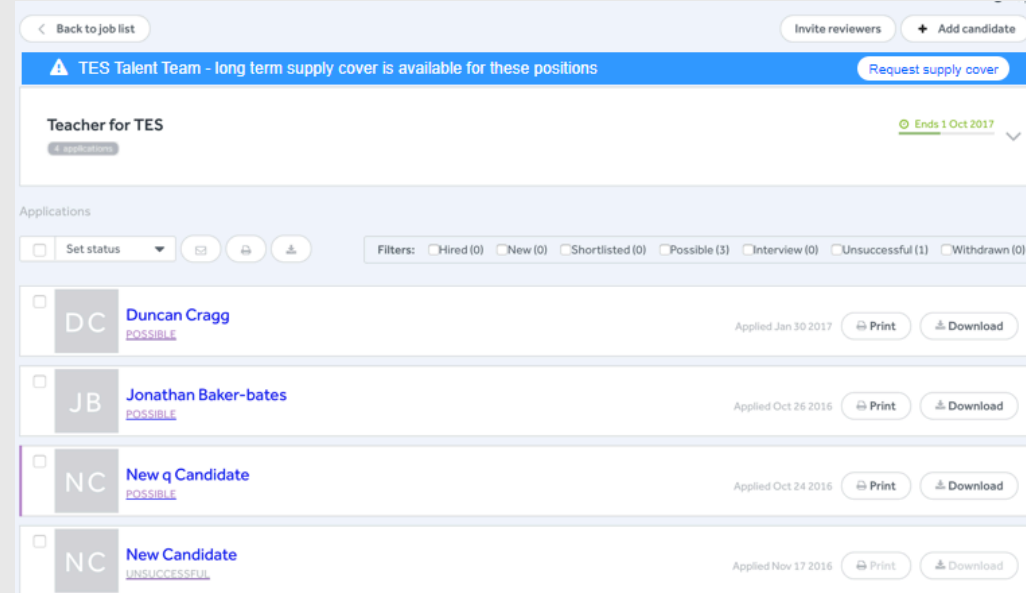
**3**    This will bring you to the Applicant Tracking System for the selected job

**∴ tes**

# Applicant tracking system

## Managing candidates

Here's all the things you can do with the ATS:

- **Email:** email candidates (individually or several at once by selecting them)
- **Download:** Download applications to keep a local record
- **Set status:** set candidate status to Hired/ Shortlisted/ Possible/ Interview/ Unsuccessful/ Withdrawn using the Set status dropdown box
- **Print:** print or download the candidate applications (individually or several at once by selecting them up to a max of 5 at a time)
- **View application:** view individual candidates' application by clicking on their name
- **Add candidates:** manually add candidates who have not applied through Tes
- **Invite reviewers:** invite Reviewers to access this particular vacancy and view applicants

# Applicant tracking system

## Setting candidate status

To help you easily manage all applicants you can **change the status of applicants** throughout the recruitment process.

All applicants added to the ATS have a default status of New. You can **change the status of each candidate** using the drop down box under the candidate's name.

You can either choose the status in each individual application or **edit multiple candidates status** at once by selecting the checkbox next to their names on the main ATS page.

You can then choose one of the following options:
- Shortlist                          - Interview
- Unsuccessful                   - Hire
- Possible                          - Withdrawn

Lastly, you can simplify your view of candidates by **filtering** to only see the candidates who have the status you've selected.

# Applicant tracking system

## Individual Applicants

When accessing an individual application, you'll be able to:

**Download documents submitted during the application** such as Application form and Equal Opportunities (school admins only)

**View the candidate's personal statement**

**View Application Details and Equal Opportunities form** (only if the online application form has been used)

**Set the candidate status** and email the candidate.

**Add comments and view the audit trail**. Any actions or emails taken within the ATS are recorded in the audit trail. Emails sent to candidates are highlighted in blue so you can click and open the email sent.

# Applicant tracking system

## Adding additional applications

To add a candidate who hasn't applied via the Tes website, click the Add candidate button on the top right hand side corner of the main ATS screen.

This will prompt a box to open where you will be able to fill in the candidate details and upload documents related to their application.

Once added, the candidate will appear in the candidate list.

# Applicant tracking system

## Inviting Reviewers

Admin users and Staff with recruitment toolkit users are able to view all applicants and are able to invite existing Staff members to the Applicant tracking system of a specific job they'd like them to have access to.

To do this, simply click on Invite Reviewers button (next to the Add candidate button).

This will prompt a new box that will show staff members in which you can select the ones you want to add.

**For example**
HR Manager (School Admin) adds the Head of Mathematics as Staff (using the Settings section) and invites them to review applicants for a Teacher of Mathematics vacancy. The Head of Mathematics will have full access to applications for this role only.
This functionality is referred to as Job Collaboration.
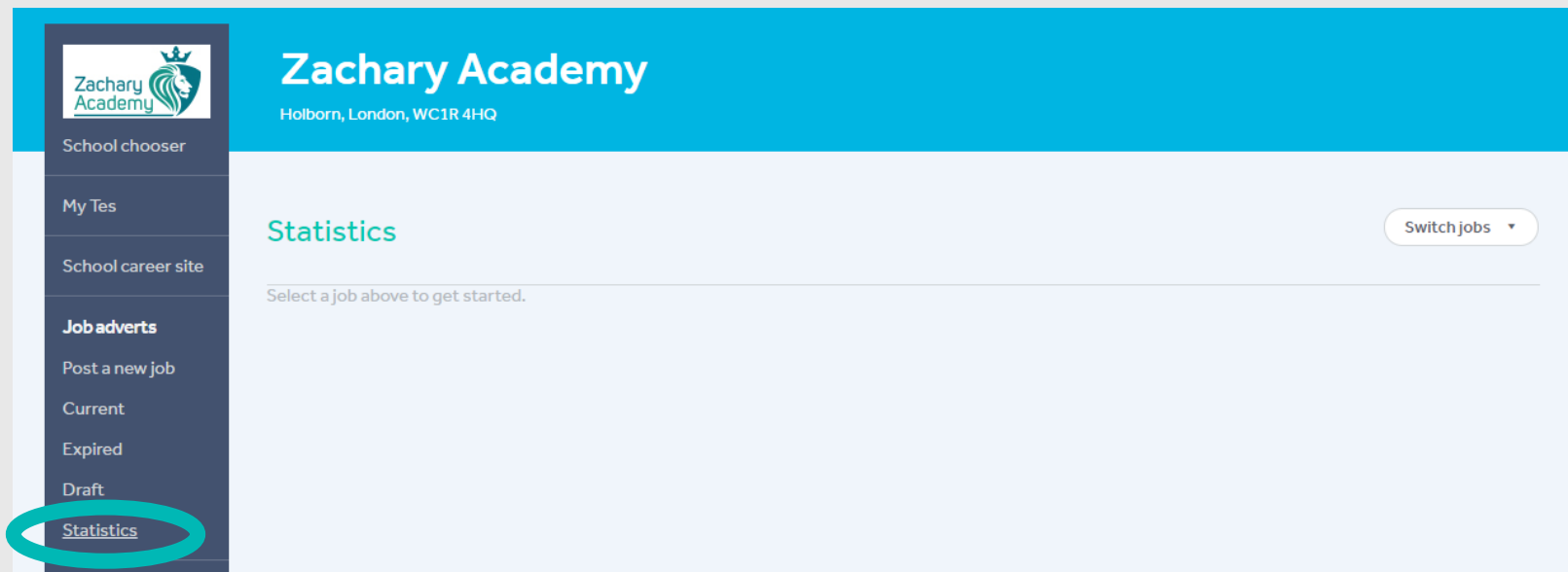
# Statistics

# Statistics

## Why review your job statistics?

The Statistics section allows you to get a valuable performance insight on your current and past adverts.

Checking your statistics on past jobs can also help you improve the response of future advertising. You can monitor your live adverts and contact us to improve its performance.

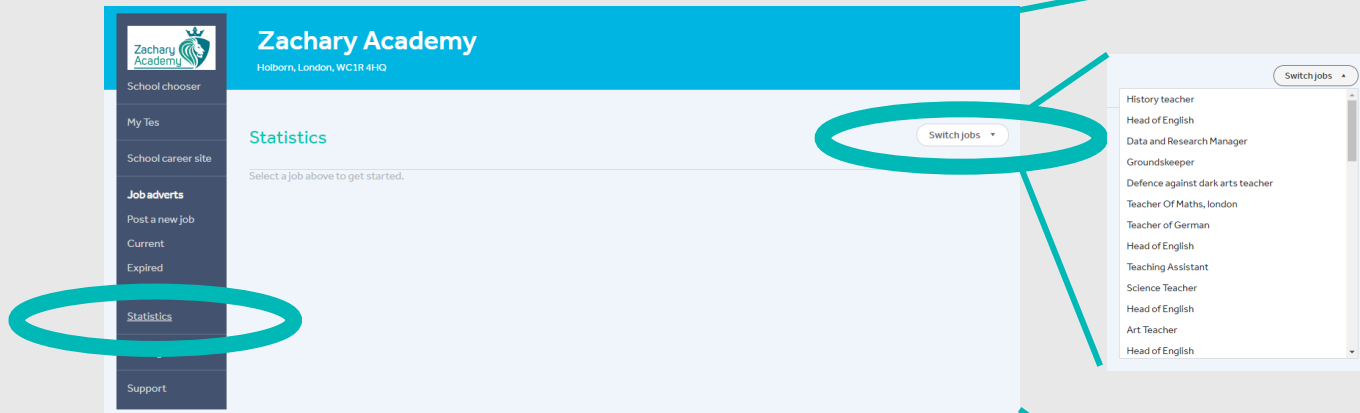You can also review past ads, see those that performed well and duplicate them to replicate your success.
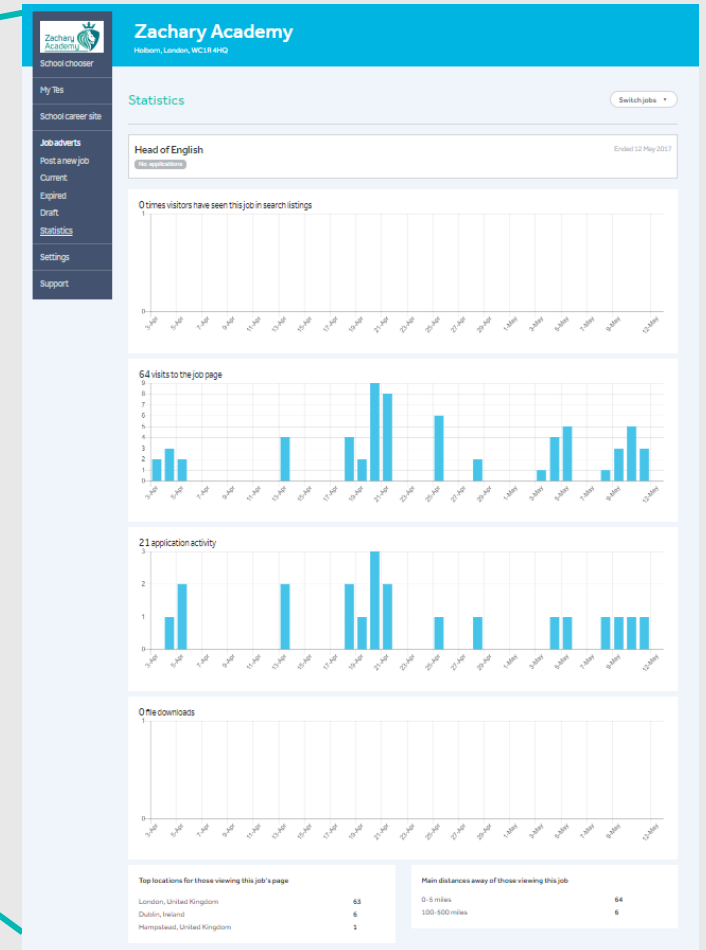
# Statistics

## Accessing your statistics

You can access the Statistics page in two different ways

1. Direct link to Statistics is available on the left hand Navigation panel

Select the job you'd like to explore on the top right of the page and its data will show on the page.
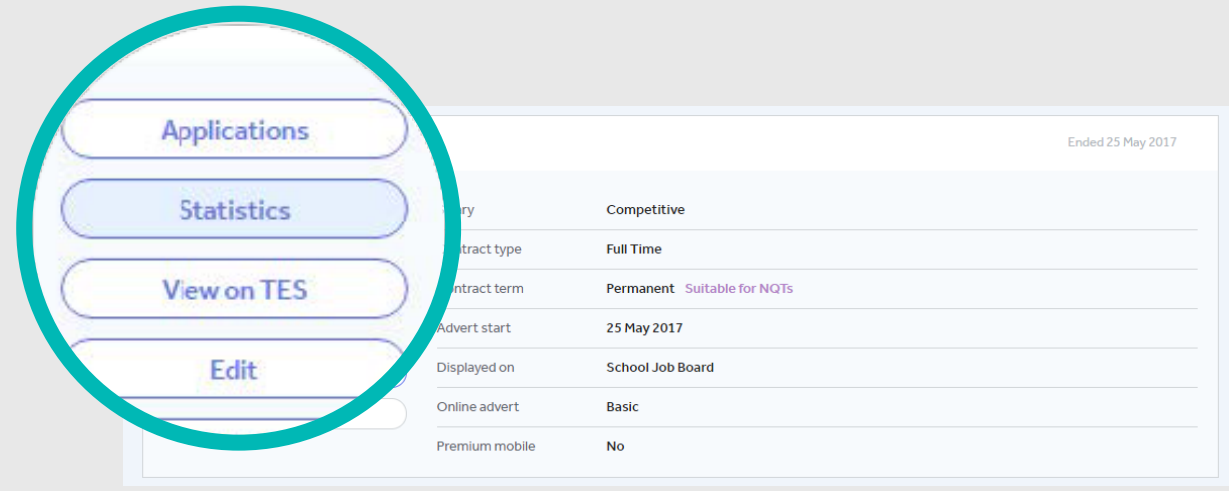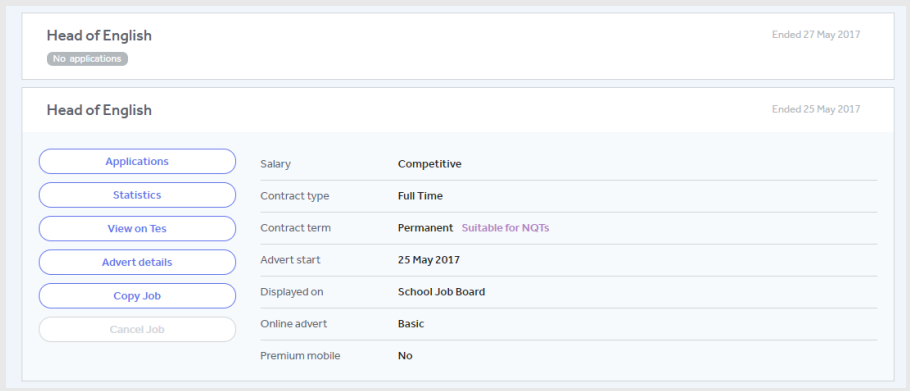
# Statistics



## Accessing your statistics

You can access the Statistics page in two different ways

2. Through each job application on both Current or Expired jobs



Click on the job title you want to explore and the box will expand showing your job details. Then select Statistics to view the data for this specific role.

# Statistics

## Understanding your statistics

**1. Number of times the vacancy has appeared in the Tes jobs search listings**, ie, a search for Secondary/Maths/ London would bring up a list of all available jobs matching this search, including your job.

**2. Number of times the role has been viewed by potential applicants** who have clicked on the job for more details.

**3. Number of times potential applicants have clicked on the Apply button**. Please note, clicks on the Apply button are only an indication of interest in applying and not submitted applications.
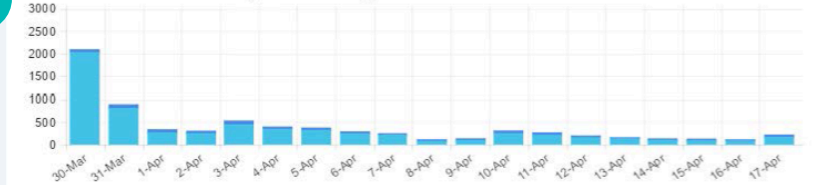
**4. Number of times attachments have been downloaded**. This number is a total of all downloads and does not look at how many times each file has been downloaded.
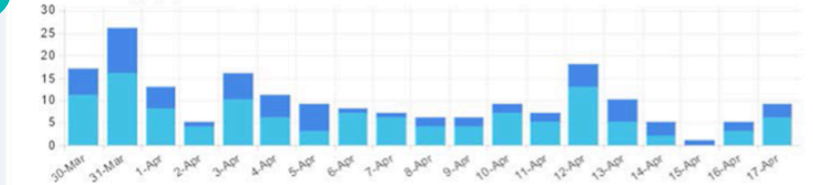
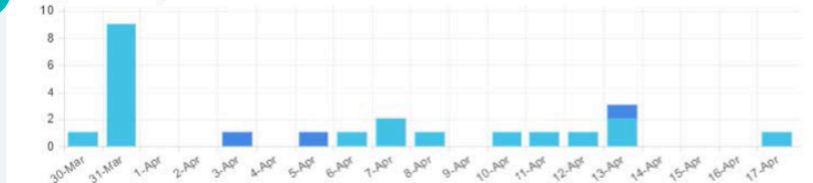Note: all statistics are split between mobile (dark blue) and desktop (light blue)
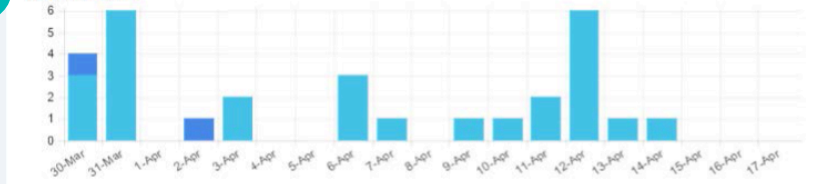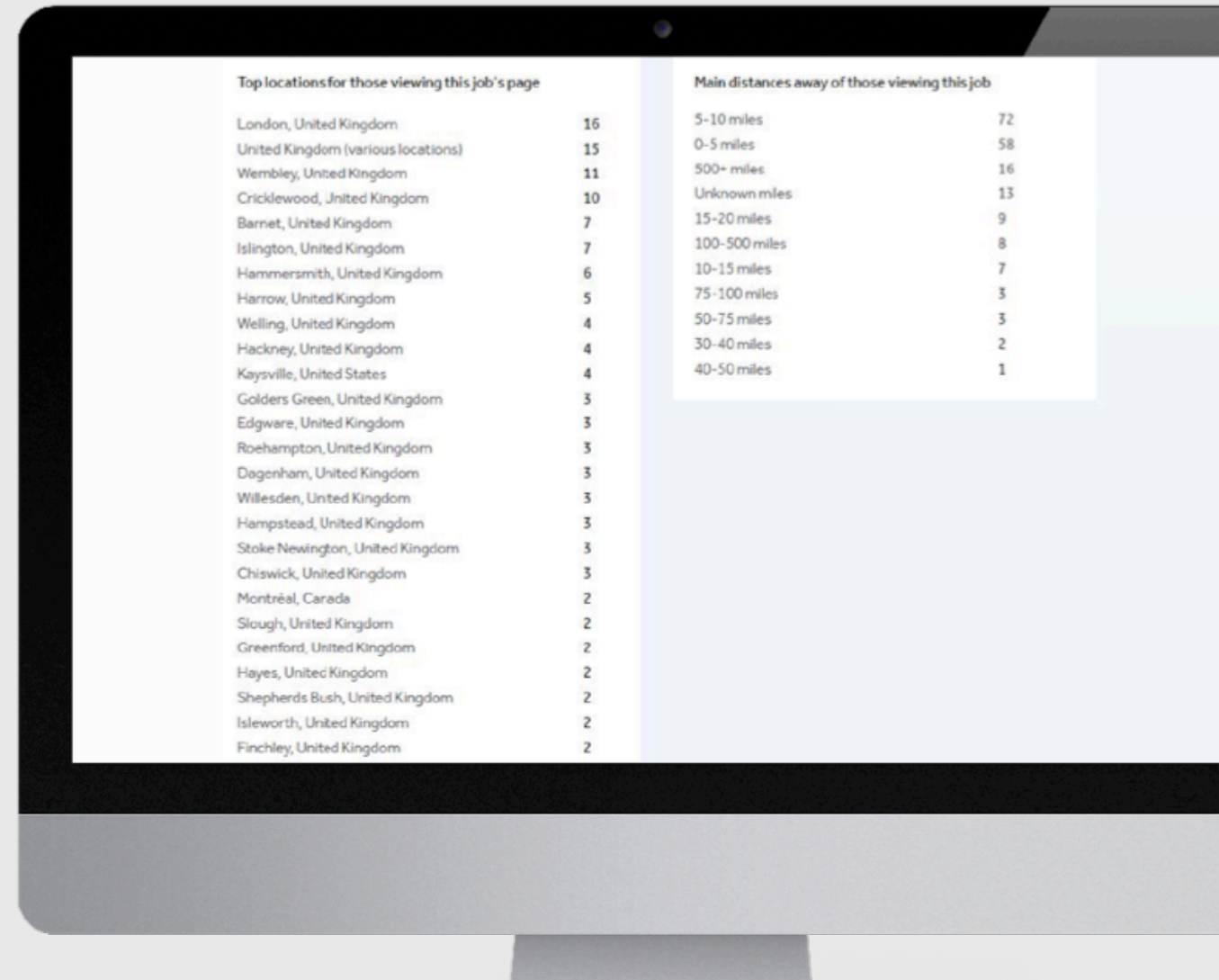
# Statistics

## Understanding your statistics

**5. You can use the Top Locations list to understand where interest in the role is coming from.** You can use this to tailor your future adverts to attract candidates from a particular location.

For example, if you are getting interest from the US and can offer visa sponsorship, make sure you include this in your advert.



| Top locations for those viewing this job's page | |
| --- | --- |
| London, United Kingdom | 16 |
| United Kingdom (various locations) | 15 |
| Wembley, United Kingdom | 11 |
| Cricklewood, United Kingdom | 10 |
| Barnet, United Kingdom | 7 |
| Islington, United Kingdom | 7 |
| Hammersmith, United Kingdom | 6 |
| Harrow, United Kingdom | 5 |
| Welling, United Kingdom | 4 |
| Hackney, United Kingdom | 4 |
| Kaysville, United States | 4 |
| Golders Green, United Kingdom | 3 |
| Edgware, United Kingdom | 3 |
| Roehampton, United Kingdom | 3 |
| Dagenham, United Kingdom | 3 |
| Willesden, United Kingdom | 3 |
| Hampstead, United Kingdom | 3 |
| Stoke Newington, United Kingdom | 3 |
| Chiswick, United Kingdom | 3 |
| Montréal, Canada | 2 |
| Slough, United Kingdom | 2 |
| Greenford, United Kingdom | 2 |
| Hayes, United Kingdom | 2 |
| Shepherds Bush, United Kingdom | 2 |
| Isleworth, United Kingdom | 2 |
| Finchley, United Kingdom | 2 |

| Main distances away of those viewing this job | |
| --- | --- |
| 5-10 miles | 72 |
| 0-5 miles | 58 |
| 500+ miles | 16 |
| Unknown miles | 13 |
| 15-20 miles | 9 |
| 100-500 miles | 8 |
| 10-15 miles | 7 |
| 75-100 miles | 3 |
| 50-75 miles | 3 |
| 30-40 miles | 2 |
| 40-50 miles | 1 |

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# Settings

# Settings

## Adding users

If you have School Admin access you can add users to School Portal.

To add a user click Settings on the School Portal home page.

Scroll to the type of user you want to add and click the Add button.

This will prompt a box to appear where you can either:
- Fill in the email address of the member of staff you wish to invite
- Copy a general invitation link you can share with multiple staff

If you've selected to invite via email, the member of staff will receive an email prompting them to login and register their account against School Portal. If they don't have a Tes account already, they'll be prompted to make one.

If you are using the general invitation link you will be prompted to approve each staff member who joins your School Portal.

# Accessing School Portal

## Types of user

School Portal has **four** different user types: **School Admin, Staff with Recruitment Toolkit, Staff and Agent.**

This is the access each user has:

**School Admin** - has overall access to School Portal (create/edit/copy/post jobs and see equal opportunity data) and is able to use the Settings button to invite other members of staff.

**Staff with Recruitment Toolkit -** Has high level of access to School Portal (create/edit/copy/post jobs/view applications) and is able to use the Invite Reviewers button. They will not be able to use the Settings button. They can see applications but not Equal Opportunities forms submitted by candidates.

**Staff** - has a low level of access to School Portal and they are able to see a list of jobs but can't take any action. They will not be able to use the Settings or Invite Reviewers button.

**Agent** - has a high level of access to School Portal (create/edit/ copy/post jobs) but they are not able to see applications, use Settings or Invite Reviewers.

# Accessing School Portal

**Rights per type of user**

| User type | Create jobs | View jobs | Edit jobs | Copy jobs | Post jobs | Access Applicant tracking system (ATS) | Can change status of and contact applicants | See Equal Opportunity data | Inviting and removing other users | Changing user type |
|---|---|---|---|---|---|---|---|---|---|---|
| School Admin | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Staff with Recruitment toolkit | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | |
| Staff | | ✓ | | | | ✓* | ✓* | | | |
| Agent | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | |

*Can only access when invited to do so for specific roles

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# Settings

## Changing user access

If you need to change the level off access for a School Admin or Staff user go to the Settings menu.

Find their name and click either 'Make Admin' or 'Make Staff'.

**Make Admin** will promote staff to administrator access

**Make Staff** will demote staff to staff access

To change Staff and Staff with recruitment toolkit access, simply untick recruitment toolkit next to the user's name.

Agents can only be added and removed – they cannot be upgraded or downgraded to School Admin or Staff.

Manage staff

**School portal admins**
Admins can control all access rights to your school

Add admin

Alison Brady
Last login 21 Jun 2017
☑ Recruitment toolkit
Make staff    Remove

Angela Pradhan
Last login 11 May 2017
☑ Recruitment toolkit
Make staff    Remove

**Staff**
Staff have access to specific Tes services only

Add staff

Alex Hughes
Last login 19 Jun 2017
☐ Recruitment toolkit ?
Make admin    Remove

David Morgantini
Last login 23 Jun 2017
☐ Recruitment toolkit
Make admin    Remove

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# Appendix

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# Application form options

# Application form options

## Application form types

When publishing a new advert, you are able to choose the form that suits your organisation the best.

1. **CV Upload:** you can request a CV
2. **School made application:** upload your own application form
3. **Via web-link:** divert your applicants to your school website

The applicants are able to identify which application form is requested depending on the label available on the live job advert.

Save for later | Apply now
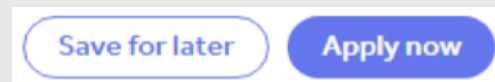
Apply now label for CV Upload and School made application

Save for later | Apply on school website
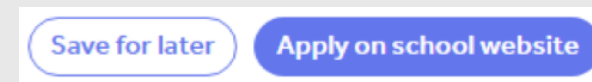
Apply on school website label for a school that has chosen to direct candidates to complete an application on their website.

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# Application form options

## CV Upload

While most schools require an application form, non-teaching institutions normally only require a CV and covering statement.

### Our View
Employers that select this option will receive both a candidate's CV and covering statement. Copies of both will also appear in TES's free Applicant Tracking System application.

# Application form options

## School made application

Schools that have their own application forms already can continue to upload those to TES.

**Our view**
Candidates who want to apply will need to download your school-made application, fill it in, then upload it before applying. This may be off-putting to candidates, especially if they are considering roles at any other schools. The forms will show in TES's free applicant tracking system.

# Application form options

## Via web-link

Recruiters who really want to send candidates off to a different site, such as their school website, can do so by providing a web address when posting their advert.

**Our view**
This option makes it impossible for schools to fully track the performance of an advert they have placed with Tes. No candidates can be shown in the Applicant Tracking System. Furthermore, candidates can find this route off-putting as multiple clicks and link redirects normally increases the risk of a person quitting the application process.

### Head of English

Zachary Academy

Zachary Academy

Please download the application form before applying.

⬇ Download application

Applications are made on their website.

Continue to apply now

Continue to My Applications

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# Support information

**tes**

# Getting Help

## Account summary & contact

The account summary panel is on the School Portal and gives you information about your subscription (if you have one); how many jobs you've posted and who you should contact if you need support